

Indiana Department of Correction

Internship Opportunities

The Indiana Department of Correction (IDOC) provides qualified undergraduate and recently graduated college and university students an opportunity to serve in available and meaningful unpaid internship positions within the areas of: **Business, Education, Health Careers, and Social Work** (explained below). Other internship opportunities may be available based on the specific Correctional Facility needs.

IDOC Internship Application Process:

Applicants requesting further information or inquiring how to apply for an internship opportunity*, should contact:

**Indiana Department of Correction
Human Resources Division
Attention: Employment and Recruitment Section
302 W. Washington St., E334
Indianapolis, IN 46204**

E-mail: jkovacs@coa.doc.state.in.us Phone: Jan Kovacs at 317-232-5707 (Primary contact)

E-mail: dkapoun@coa.doc.state.in.us Phone: Dan Kapoun at 317-232-5862 (Alternate contact)

*Internship applicants are required to complete application forms obtained from the IDOC Human Resources Division.

IDOC Internship Eligibility:

1. Eighteen (18) years of age or older.
2. Completion of required application forms.
3. Receipt of satisfactory criminal history and background checks.
4. Legal U.S. residency.
5. Proof of student enrollment in an accredited college or university.

(2)

- 6.a. Recommendation from college or university course administrator.
- 6.b. For graduated applicants seeking internship experience only, proof of graduation.
7. Internship applications and other required documentation must be received at the above addresses no later than 45 days prior to the requested start date.
8. Pre-Internship familiarization and interview with designated IDOC personnel required.

Note:

IDOC Internships are available to undergraduate students registered for attendance at an accredited college or university. College graduates may apply up to one year from the date of graduation.

Internship Schedules, Program Lengths and Locations:

Internship Schedules:

Based on facility requirements, academic calendar and student scheduling, internships are typically scheduled:

February 1 to May 2

May 20 to August 15

August 20 to November 20

Internship Program Lengths:

Internship program lengths can be tailored to meet a participant's part or full time needs. If no other prerequisite exists:

Part-time internships are based on a minimum of 20-25 hours per week.

Full-time internships are based on a minimum of 35 hours per week.

(3)

IDOC Internship Locations by County/City*:

(*Juvenile Facilities highlighted in **BOLD**)

Allen County

Fort Wayne Juvenile Correctional Facility, Ft. Wayne
Northeast Juvenile Correctional Facility, Ft Wayne

Cass County

Logansport Juvenile Intake/Diagnostic Facility, Logansport
North Central Juvenile Correctional Facility, Logansport

Clark County

Henryville Correctional Facility, Henryville

Hendricks County

Plainfield Correctional Facility, Plainfield
Plainfield Juvenile Correctional Facility, Plainfield
Reception-Diagnostic Center, Plainfield

Henry County

New Castle Correctional Facility, New Castle

Jasper County

Medaryville Correctional Facility, Medaryville

Jefferson County

Madison Correctional Facility, Madison

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Johnson County

Atterbury Correctional Facility, Edinburgh
Edinburg Correctional Facility, Edinburgh

Laporte County

Camp Summit, Laporte

Indiana State Prison, Michigan City
Lakeside Correctional Facility, Michigan City
Maximum Control Facility, Westville
Westville Correctional Facility, Westville

Madison County

Correctional Industrial Facility, Pendleton
Pendleton Juvenile Correctional Facility, Pendleton
Pendleton Correctional Facility, Pendleton

Marion County

Indianapolis Juvenile Correctional Facility, Indianapolis
Indianapolis Men's Work Release Center, Indianapolis
Indiana Women's Prison, Indianapolis
Indianapolis Women's Work Release Center, Indianapolis
Prison Enterprises Network, Indianapolis

Miami County

Miami Correctional Facility, Bunker Hill

Monroe County

Bloomington Juvenile Correctional Facility, Bloomington

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Noble County

Chain O'Lakes Correctional Facility, Albion

Parke County

Rockville Correctional Facility, Rockville

Putnamville County

Putnamville Correctional Facility, Greencastle

St. Joseph County

South Bend Juvenile Correctional Facility, South Bend
South Bend Work Release, South Bend

Sullivan County

Wabash Valley Correctional Facility, Carlisle

Vanderburgh County

Branchville Correctional Facility, Tell City

Expectations for an IDOC Intern:

Whether an intern is performing an internship for the experience or an academic grade, the participant will be expected to:

Abide by Department of Correction policies and procedures.
Participate in required orientation and training.
Possess average to above-average computer skills and familiarity with computer software, i.e. Word, Excel, etc.

(6)

Complete an introductory survey.

Attend fully the dates scheduled to participate in the internship program, (pre-approved absence(s) excused).

Maintain a daily journal to include activities, assignment accomplishments, etc.

Complete college/university internship requirements.

Complete a final paper/presentation describing activities, projects, accomplishments, etc and provide an internship assessment.

Complete a final evaluation.

IDOC Internship Benefits:

Participants will discover how classroom instruction applies to “real workplace” situations, gaining hands-on experience, developing organizational and communication skills, *sampling* a particular career field or profession, and obtaining an awareness of Department of Correction employment opportunities.

IDOC Internship – The “Key” to unlocking your future.

Internship applicants within IDOC must understand and realize that an internship within corrections may be unlike any other. As the majority of IDOC intern assignments will be performed within a correctional facility, an intern’s experience will not only tie their academic background with workplace reality, but also expose the intern to the reality of a correctional setting.

Working within the Corrections environment will enhance the participant’s understanding of the Department of Correction’s responsibilities related to State government, judicial enforcement and protection of society.

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Internship Fields within State of Indiana IDOC position titles*

Note: Depending on Correctional Facility size and mission, internship orientation, activities, assignments and projects will vary.

Business (*1) Titles may include:

**Business Administration
Administrative Support Management
Accounting (and related areas)**

Education (*2) Titles may include:

**Institutional Teacher
Student Teacher
Training Officer**

Health (*3) Titles may include:

**Charge Nurse
Licensed Practical Nurse
Nurse Supervisor
Nurse
Safety Hazards Manager**

Social/Psychiatric Work (*4) Titles may include:

**Behavioral Clinician
Correctional Casework Manager
Correctional Release Manager
Correctional Unit Team Manager
Chaplain
Community Services Director**

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Correctional Counselor
Parole
Psychiatric Social Services Specialist
Social Services Specialist
Substance Abuse Counselor
Adult/Juvenile Transition Specialist

Business (*1)

IDOC “Business” intern projects and work experiences may include but are not limited to:

1. Review and become familiarized with materials, guidelines, procedures and policies involving IDOC business practices.
2. Become familiarized with procurement, supply, payroll, inventory, maintenance and accounting business practices
3. Job shadow various staff mentors involved with business related activities
4. Participate in staff meetings for discussions on business related programs
5. Provide assistance in projects aimed at achieving or maintaining accreditation requirements
6. Conduct research, attend lectures, seminars, presentations
7. Become acquainted and analyze business contractual programs
8. Assist in long and short-range budget plans
9. Analyze cost effectiveness of maintenance plans
10. Analyze business plan(s) effectiveness
11. Assist in the maintenance of business files
12. Assist in preparing staff presentations
13. Analyze business practices effectiveness
14. Assist in preparing business program summaries
15. Perform cost-comparison studies
16. Conduct facility specific business projects
17. Review and analyze position descriptions of business related staff
18. Research grant funding opportunities & analyze grant spending & accounting.
19. Provide assistance for the accounting, ordering and maintaining of property, materials and supplies; i.e.: fixed asset inventory
20. Perform related assignments as required

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Education (*2)

IDOC “Education” intern projects and work experiences may include but are not limited to:

1. Review and become familiar with materials, guidelines, procedures and policies involving offender incarceration and education related programs
2. Job shadow various staff mentors involved with education and related programs
3. Participate in education program staff meetings and discussions
4. Provide assistance in projects aimed at achieving or maintaining accreditation requirements
5. Conduct research, attend lectures, seminars, presentations
6. Evaluate effectiveness of offender education programs
7. Assist in the maintenance of offender education files
8. Assist in the development of lesson plans
9. Give presentation (s) to offenders
10. Assist in lesson instruction
11. Assists in operating special educational equipment
12. Assist in preparing staff presentations
13. Analyze effectiveness of offender education materials, i.e. law library
14. Assist in preparing education programs & lesson plans
15. Study education program effectiveness by measuring recidivism rates
16. Conduct facility specific education projects
17. Review and analyze position descriptions of education staff
18. Research grant-funding opportunities for education and training
19. Provide assistance for the accountability, ordering and maintaining offender education programs property, materials and supplies
20. Perform related assignments

Health Careers (*3)

IDOC “Health Careers” intern projects and work experiences may include but are not limited to:

1. Review and become familiar with materials, guidelines, procedures and policies involving offender health care programs
2. Job shadow various staff mentors involved with health care
3. Participate in healthcare meetings and discussions

(10)

4. Provide assistance in projects aimed at achieving or maintaining accreditation certification
5. Conduct research, attend lectures, seminars, presentations
6. Analyze healthcare delivery and treatment effectiveness
7. Assist in the maintenance of offender healthcare files
8. Review and analyze healthcare contractual programs
9. Observe health care screening, testing and examination activities
10. Assist in "First Responder" training
11. Assist in updating/developing healthcare plans
12. Assist in preparing healthcare staff presentations
13. Observes, records, and reports the condition and behavior of patients
14. Assist in preparing healthcare summaries
15. Conduct research on healthcare quality of care
16. Conduct facility specific healthcare projects
17. Review and analyze position descriptions of healthcare staff
18. Research & analyze grant-funding opportunities
19. Provide assistance for the accountability, ordering and maintaining offender healthcare programs property, materials and supplies
20. Perform related assignments as required

Social/Psychiatric Work (*4)

IDOC "Social/Psychiatric" work experiences may include but are not limited to:

1. Review and become familiarized with materials, guidelines, procedures and policies involving offender incarceration and transition social work related programs
2. Assist in individual, group or case assessments, interviews, evaluations, testing, treatment and placement
3. Job shadow various staff mentors involved with adjustment, rehabilitation and treatment programs
4. Participate in staff meetings for discussions on treatment and other programs
5. Participate in specialized training directed to offender treatment programs
6. Provide assistance in projects aimed at achieving or maintaining accreditation requirements
7. Conduct research, attend lectures, seminars, presentations
8. Assist in liaison activities with community and other public service agencies
9. Assist in developing referral relationships with other public service agencies
10. Evaluate treatment plan formulation and effectiveness
11. Assist in the maintenance of offender files
12. Assist in preparing staff presentations

13. Analyze effectiveness of treatment and related offender assistance programs
14. Assist in preparing counseling, treatment and program summaries
15. Analyze and compare programs factoring rates of recidivism
16. Conduct facility specific projects
17. Review and analyze position descriptions of staff
18. Research grant-funding opportunities
19. Provide assistance for the accountability, ordering and maintaining offender treatment programs property, materials and supplies
20. Perform related assignments as required

Questions and Answers:

- 1.Q. Will my internship require working with or near offenders?
 - A. With few exceptions, a correction's internship will involve performing the assignment in the proximity of offender(s). Due to the internship, interaction with offenders is far greater with some than others. Therefore interns will be required to attend a facility orientation in addition to participating in related training. Orientation and training is considered necessary for the safety of personnel performing duties within a facility. The length of orientation and training will be dependent on the facility and internship.
- 2.Q. Will I be assigned to work with someone at the facility?
 - A. An intern will be assigned to a specific mentor, however, other personnel may be involved in assisting the mentor and intern.
- 3.Q. What if time off is needed during the internship, i.e.; illness, spring break, other employment/school conflicts?
 - A. With pre-approval of the college/university course administrator and/or Correctional Facility mentor, excused absence(s) may be allowed. Unauthorized absences may negatively impact the outcome of the internship, facility projects and assignments, and/or the student's grade.

4.Q. Will I be eligible to apply my internship on weekends or during “off hours”.

A. Depending on the internship, this may be scheduled.

5.Q. What type of attire is acceptable?

A. Interns will be expected to meet the same criteria as IDOC personnel working in uniformed or non-uniformed positions.

6.Q. If a past acquaintance, friend or family member is incarcerated in the facility offering the internship, is it permissible to visit with, have lunch, exchange items, etc?

A. Interns must abide by the Department’s rules for offender visitation. All staff, including interns, are required to report that a past acquaintance, friend or family member is incarcerated at the facility.

7. Q. May I bring and/or use tobacco products into the facility?

A. Tobacco use and possession is absolutely forbidden on the grounds of all IDOC facilities.

8. Q. May medication, cell phone(s), pager(s), beeper(s) and other personal items be brought into the facility?

A. Intern participants must abide by IDOC policies, procedures and directives, which include what personal belonging or items are allowed into a facility. As a guide, other than prescribed medication(s), (and only what is necessary for the day the intern is performing duties), other medication is not permissible in the facility. Specific health concerns or medication requirements should be addressed at the time of interview.

Possession of cell phone(s), pager(s), beeper(s), etc, are authorized only with Facility Head pre-approval.

9. Q. Is a drug test required for entry into an internship?

A. The IDOC does not require drug testing of newly hired or assigned personnel. However the Department performs random drug interdiction searches of personnel and property on state grounds and the same standards apply to interns.

10.Q. What are my obligations regarding maintaining staff or offender information, facility practices or procedures or other knowledge to which I am exposed? What if I “violate the rules”

A. Interns are expected to comply with State, Departmental and Facility statutes, policies, procedures, rules, etc. Failure to do so could jeopardize the safety and security of staff, visitors, offenders and community at large. Due to security requirements, internships can be terminated at any time if an intern is found in violation of any statutes, policy, procedure, rule, etc. Termination results may include, but are not limited to; receiving no experience or grade credit, (as determined by the college), up to civil prosecution/confinement.

IDOC Internship documentation includes:

Application form

Proof of eligibility

College/University administrator recommendation

(or)

proof of graduation with last twelve months.

Favorable background check

Intern Work Assignment Description(s)

Applicable Department of Correction user/access forms

Indiana INTERNnet Internship Memorandum of Understanding

Indiana INTERNnet Milestone Assessment Form

Intern daily activity journal

Completion of final paper/university internship papers/reports, etc

Indiana INTERNnet Final Assessment by Student

Indiana INTERNnet Final Internship Assessment by Employer Supervisor
(other as determined)